



## **POLICE OFFICER APPLICATION PROCESS**

The Greenville Police Department strives to ensure that its officers are of high moral character and capable of effectively performing the duties and responsibilities of the position. It is through a dedicated effort of recruiting that we are able to meet this goal. The Greenville Police Department accepts applications year-around and tries to accommodate applicants with varied selection test dates and times. We also participate in the Urban League Job Fair and both college and military career fairs. Updating applicant pool testing will be conducted as openings occur. The City of Greenville is an Equal Opportunity Employer.

### **APPLICATION PROCESS**

The application process to become an officer with the Greenville Police Department consists of a series of tests and assessment procedures. You must successfully complete each step in order to be considered for employment as a Police Officer. The entire application process takes an extensive period of time, often taking six to 12 months to complete. As you read through the steps involved, you will notice that many of the tests and examinations depend on scheduling appointment times. For this reason, you are encouraged to plan ahead, in conjunction with the Police Recruiter, in order to make arrangements for these appointments so that your application is not delayed.

The longest period of time will involve your background investigation and the associated steps leading up to the conditional offer of employment. You can expect this period of time to last at least three months, but will often last longer. The process following a conditional offer of employment will progress more quickly and will probably be completed, depending on your schedule, in two to four weeks.

*\*Note: The steps described below may not occur in the order indicated.*

#### **1. FORMAL APPLICATION:**

You must complete the [online employment application](#). You will receive either verbal or written notification to acknowledge receipt of your application. You will also be informed of current hiring needs and what actions you must take in order to continue in the application process.

**Estimated Time Period:** A representative of the Greenville Police Department will contact you as the need for applicants arises. This time period will vary depending on current hiring needs.



## **2. SCDPS-CJAP TEST:**

You should be able to successfully complete/pass the [SCDPS-CJAD Physical Abilities Test \(PAT\)](#) to move to the next phase. Applicants are notified by mail as to the date, place and time to report.

## **3. ENTRY LEVEL WRITTEN TEST:**

You will be contacted to take the National Criminal Justice Officer Selection Inventory (the entry level test). This test is usually given on the same day as the SCDPS-CJAP. The test consists of the following elements. Problem-solving ability

- Reading comprehension
- Mathematics
- Writing ability
- Personality characteristics

Study guides for test preparation can be purchased at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

## **4. PRE-EMPLOYMENT INTERVIEW:**

The purpose of this interview is to ensure that your application is complete and that you meet all eligibility requirements to serve as a police officer. You will also be fingerprinted and photographed at this time as part of your background investigation.

## **5. VISION TEST:**

You will be asked to report to the City of Greenville's occupational health nurse, located at City Hall, to have your vision tested.

**Standard:** You must meet the vision standard of 20/40 corrected in both eyes and 20/100 uncorrected in both eyes. You must also pass a color recognition test (you cannot be color blind).

**Estimated Time Period:** Scheduled at your earliest convenience when an appointment time is available.

## **6. BACKGROUND INVESTIGATION:**

At the time of your pre-employment interview, a background investigation will begin. A background investigation is a thorough investigation of your past in order to determine



that you are qualified to serve as a police officer with the Greenville Police Department. This investigation includes, but is not limited to, an in-depth check of your:

- Criminal History
- Driving Record
- Credit History
- Employment History
- Personal References
- Places of Residence

**Estimated Time Period:** The background investigation takes a considerable amount of time. The investigation will begin with the initial pre-employment interview and will run concurrently with other aspects of the process. This process can, but will not necessarily, take up to one month or more to complete.

## **7. CHIEF OF POLICE/CITY MANAGER REVIEW:**

Once you have successfully completed all steps in the application process up to this point, your application will be reviewed by the Chief of Police and the City Manager.

## **8. CONDITIONAL OFFER OF EMPLOYMENT:**

You will be made a CONDITIONAL OFFER OF EMPLOYMENT as openings arise. This offer of employment is conditional upon successful completion of the remaining steps in the application process (drug test, medical examination, psychological evaluation and polygraph examination).

**Estimated Time Period:** A conditional offer of employment will be made as job openings occur.

## **9. MEDICAL EXAMINATION:**

You will be given a complete medical examination. A component of the medical examination consists of a physical fitness assessment. This test is designed to assess your overall level of cardiovascular fitness through the use of a maximal aerobic capacity (treadmill) fitness test.

**Standard:** This test is a cardiovascular fitness test which determines your aerobic capacity (maximum VO<sub>2</sub>). The test does not have a pass/fail standard; however, an aerobic level of



33.5 ml/kg/minute is used as an approximate desired level of physical fitness. This level of fitness is approximately equal to running 1.5 miles in 15 minutes.

**NOTE:** This comparison to running 1.5 miles is only for your information to determine your level of fitness in relation to this standard. Additionally, you will not necessarily be disqualified from consideration if you fail to meet the 33.5 standard. The physician conducting the medical examination will take into consideration your performance on the 33.5 test as one of many factors comprising your overall physical condition and readiness to serve as a police officer.

**Estimated Time Period:** The 33.5 test must be taken prior to the medical examination. Both will be scheduled at your earliest convenience when an appointment is available.

#### **10. PSYCHOLOGICAL EVALUATION:**

You will be given a psychological evaluation designed to measure a variety of personality and intelligence related factors.

**Estimated Time Period:** Scheduled at your earliest convenience when an appointment is available.

#### **11. POLYGRAPH EXAMINATION:**

You will be given a polygraph examination in order to determine that there is nothing in your past which would make you unqualified to serve as a police officer.

**Estimated Time Period:** Scheduled at your earliest convenience when an appointment is available.

#### **12. DRUG TEST:**

You will be given a drug test to test for illegal drug use.

**Estimated Time Period:** Scheduled at a random time during the final phase of the application process.

#### **13. SECOND REVIEW BY CHIEF OF POLICE/CITY MANAGER:**

Second and final review of applicant's entire application by the Chief of Police and City Manager.

**Offer of Employment:** Once you have successfully completed all of the above steps, an offer of employment will be extended to you. At that time, you will have **10 days** to either



accept or decline the offer. Once you accept the offer, you will be hired and will serve a probationary period for one year. During this time, you will be required to successfully complete Basic Law Enforcement training at the South Carolina Criminal Justice Academy and all required Field Training during your first year.

**Failure to Meet Standards:** If at any point in the application process you fail to meet required standards, you will receive written notification within 30 days.

**Re-testing Policy:** If you fail any test, you must re-apply according to the department re-application policy.

**Re-application Policy:** If you are found to be ineligible for employment, you may re-apply after six months.

## **FIELD TRAINING PROGRAM**

The Field Training Program is used to train newly-hired police recruits. This program is supervised by Sgt. T. D. Pomeroy, the Field Training Officer (FTO) Coordinator, in the Training Section. Cpl. C. Mills is the Department Training Officer responsible for assignment and direct supervision of recruits.

There are several phases to the Field Training Program, starting with a basic orientation to the department. Recruits are assigned to various FTOs throughout this process. Each recruit is evaluated by their FTO on job performance skills, attitudes/relationships and appearance. After the successful completion of the Field Training Program, recruits will continue to be evaluated by their platoon supervisor until they complete a one-year probationary period.